

TOWN OF WENHAM
Position Description
FLSA: Non-Exempt

Position Title: **Finance Internship**

Department: Finance Department

Reports To: Finance Director

Status: Temp. Part-time (18 hrs wk.)
\$18.00 per hour

GENERAL SUMMARY:

The purpose of this position is to perform skilled accounting and clerical work in assisting the Finance department with payroll entry, general collections, accounts payable and all other related work as assigned. The Finance Assistant/Payroll Clerk reports to the Finance Director and is responsible for maintaining and improving upon the efficiency and effectiveness related to the position.

ESSENTIAL JOB FUNCTIONS *:

- 1) Compiles and posts employee timesheets and payroll data into the automated payroll system under the supervision of the Assistant Treasurer/Collector.
- 2) Responsible for setting up payroll deductions and direct deposits in payroll software.
- 3) Enters invoices into the accounts payable module and reviews payables batches submitted by departments for accuracy and appropriateness.
- 4) Collects payments for all taxes; assists in balancing accounts as needed.
- 5) Prepares daily or weekly deposits as needed.
- 6) Answers questions via counter or phone from taxpayers, banks, and attorneys, vendors and town departments: explains tax collection procedures and regulations under the supervision of Finance Director. Researches questions and complaints and provides resolution. Assists taxpayers in understanding tax bills and related documents.
- 7) Performs other duties as assigned by the Finance Director.

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Finance Internship

SKILLS/EXPERIENCE/TRAINING REQUIRED:

Associate's degree in accounting, finance, business administration or related field. Three years of experience in accounting, payroll preparation, or financial management; or any equivalent combination of education and experience.

Ability to use the Town's Financial Management System (VADAR) with training.

Ability to use Town's Payroll Software (Harper's) with training.

Ability to establish and maintain effective and harmonious working relationships with town officials and departments, members of the banking community, and all town employees.

Ability to communicate effectively in written and oral form.

Ability to prioritize multiple tasks and deal effectively with interruptions.

Ability to provide accurate information and referrals.

Ability to establish and maintain effective financial record keeping systems.

Skilled in operating computers and utilizing appropriate software applications.

Aptitude and attention to detail.

Excellent customer services skills.

SUPERVISORY RESPONSIBILITIES

None

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Normal office environment not subject to extremes in temperature, noise, etc.

Frequent interruptions to assist internal and external customers on the telephone or in person.

May spend extended periods of time at the computer terminal, at desk or on the telephone and operating other office equipment requiring eye hand coordination and finger dexterity.

Occasional lifting, standing, bending and carrying of files, documents and records.

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Finance Internship

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled, as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Approval

Date